

**South Florida Federal Executive Board**  
**Shared Neutrals ADR Program**  
**Mediator Checklist**

**Prior to Mediation**

- ☐ Contact SNAP Agency Liaison and confirm date, time and location of mediation session.
- ☐ Contact Co-mediator.  
Review co-mediation process.
- ☐ Inform SNAP Coordinator and SNAP Agency Liaison of any changes in scheduling mediation.

**Supplies**

- ☐ SNAP Program Brochures
- ☐ Forms
  - ☐ Consent to Mediate – Form D
  - ☐ Mediation Assessment Form with cover letter – Form E
  - ☐ Cost Form
- ☐ Paper and pencils
- ☐ Calculator
- ☐ Kleenex
- ☐ Flipchart easel and pens/markers
- ☐ Dry eraser markers
- ☐ Tape and push-pins

**At the Mediation Session**

- ☐ Write SNAP Case Number on all forms before distributing or completing.
- ☐ Ensure all parties have signed the “Consent To Mediate” Form.
- ☐ Make sure all parties have writing paper and pens/pencils.

- ☐ Schedule continuation session as necessary.
- ☐ Make sure all parties have copy of the signed agreement.
- ☐ Make sure all parties have the “Mediation Assessment” Form with cover letter.

### After the Mediation

- ☐ Debrief with Co-mediator.

Complete the following forms and return them to the SNAP Coordinator

- ☐ Mediator’s Feedback
- ☐ Co-mediator Evaluation
- ☐ Mediation Minutes.